

# **PCSC Budget Template Instructions**

## **General Information**

This budget template is designed to align as closely as possible to the budget that schools submit to the SDE. However, because the PCSC needs year-to-date actuals and end-year projections in order to have an appropriate knowledge of a school's financial situation and outlook, the formatting is different. The PCSC has made every effort to align the funds and codes on this template to the SDE and to include all appropriate funds and codes while disregarding those not generally used by the majority of our schools.

If you have questions, feedback, or identify a fund or code that your school uses that is not included in the template / need assistance individualizing this template for your school, please contact Alison Henken, Charter Schools Program Manager, at 208-332-1585 or via e-mail at [alison.henken@osbe.idaho.gov](mailto:alison.henken@osbe.idaho.gov).

## **Summary Worksheet / Tab**

- In the header change "NAME OF SCHOOL" to your school's name (in all caps).
- All of the information on this page is pulled from other worksheets, so you do not need to enter any data.

## **All Remaining Worksheets / Tabs (for individual funds)**

- Complete the worksheet for each fund tab that is appropriate for your school – if you do not use a certain tab, please skip it. The PCSC staff will delete any unused worksheets prior to releasing the report.
- In the header change "NAME OF SCHOOL" to your school's name (in all caps).
- Enter budget information into the appropriate rows of the following columns. Please do not leave any columns fully blank, as formulas will be impacted.
  - Original Budget = your official budget, as approved by your board and submitted to the SDE
  - Amended / Working Budget = the budget you are currently using (whether or not it has been officially adopted by the board)
  - FYTD Activity = Fiscal Year to Date Activity = the revenue you have received or funds you have spent in that account thus far
  - Projected Year-End = Your projection of what you will receive (revenue) or spend in each account
- Please note that you do not (and cannot) enter any data into the following columns, as they have formulas and are locked: Unreceived / Unexpended Balance; FYTD %

- In the fund summary at the end of the worksheet, enter the “Beginning Fund Balance” in the “Original Budget” column. The remaining sections of the summary have set functions, so you need not enter any additional data.